

# **Minutes of the Regular Meeting of the Board of Library Trustees**

**August 6, 2007**

**TRUSTEES PRESENT:** Chair Bob Byrd, Sandra Rich, Jack Spillane, Jan Lieberman, Georgina Dinh

**EXCUSED ABSENCE:** None

**STAFF PRESENT:** Karen Saunders, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF  
THE PUBLIC:** None

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## **MATTERS FOR COUNCIL ACTION:**

. **None**

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### **I. CALL TO ORDER**

Chair Byrd called the meeting of the Board of Library Trustees to order at 7:03 p.m. The Board of Library Trustees left the room briefly to have a photo taken for the City Calendar.

Chair Byrd introduced the new Board members, Jan Lieberman and Georgina Dinh. Chair Byrd then asked current board members to re-state their names and share their backgrounds with the new members.

### **II. MINUTES OF JUNE 4, 2007 MEETING**

Chair Byrd asked the board for comments or corrections regarding the minutes for the June 4, 2007 meeting. Following a brief discussion, Trustee Spillane made a motion to approve the June 4, 2007 minutes as written, with a second from Trustee Lieberman. The June 4, 2007 minutes were approved as written by a unanimous vote.

### **III. CORRESPONDENCE**

The City Librarian stated that she had received three items of correspondence after the agenda packets had been sent out. She handed out copies of the three items to Board members.

1. A letter from Silicon Valley Library System announcing an opportunity to serve on the CALTAC Board. Board Members may contact Alan Smith of CALTAC directly if they are interested.
2. Flyer announcing the event at the 49er's training camp.
3. Letter from Library patron regarding noise and inappropriate language of youth patrons in the Library.

The City Librarian stated that this summer had been a particularly difficult one, with several different groups of unruly teens creating disturbances in the library. The Library tries to maintain a balance between providing a welcoming atmosphere for teens while at the same time maintaining a pleasant environment for other library patrons. Because of this summer's problems with unruly teen behavior and incidents of graffiti, the Library has asked the Police Department for an increased presence in the Library during busy times.

Trustee Rich noted that the Seattle Public Library has placed large posters of the rules of conduct in numerous locations throughout the library. The City Librarian stated that the "Policy for Public Rules of Conduct" is also posted in the Santa Clara City Library, and that public service desks have copies to share with patrons if necessary. It was recommended that the Policy for Public Rules of Conduct be reviewed at the October 1, 2007 Board of Trustees meeting.

The patron letter of concern had been addressed to the Board of Library Trustees, with copy to the Mayor and City Council; after discussion, the City Librarian asked for a motion that the letter be referred to staff for a response to the patron. Trustee Rich made the motion, with a second from Trustee Lieberman. The motion passed unanimously.

#### **IV. GIFTS**

None

#### **V. PUBLIC PRESENTATIONS**

##### **A. Library Foundation/Introduction of new Executive Director**

The City Librarian stated that the new Foundation Executive Director, Maria Daane, was unable to attend tonight's meeting due to a family obligation. She read a brief report of Foundation and Friends activities, as follows:

1. Book sales totaled \$3,675 for the last two-week period. This includes \$515 from bookstore sales, and the balance from Internet book sales and individual contributions.
2. The City Fire Marshall inspected the Foundation storeroom in the garage and has directed that 3 ranges of bookshelves be moved out of the storeroom. Resolution will involve weeding out the oldest Internet sale books and putting them on sale at the monthly book sale and in the bookstore.
3. Ms. Daane has scheduled meetings with Friends volunteers and with volunteer book processors to discuss the book flow process and the book sales process.

#### **VI. OLD BUSINESS**

##### **A. State Library Grants**

The City Librarian stated that a State grant had been approved for the Santa Clara City Library. An online tutoring service for students in grades 3 through 12 will be available daily, 7 days a week, from 1:00 p.m. to 10:00 p.m. Tutoring is available in English or Spanish and the service can be accessed from home or here at the library. The California State Library has encouraged libraries to offer this service. The Library Foundation has agreed to pay for the

library's portion of the subscription for subsequent years. The company providing the service is Brain Fuse.

## **VII. NEW BUSINESS**

### **A. Board of Trustees Meetings for 2008**

The Board briefly reviewed the schedule of Library Board meetings for 2008 that had been included in their agenda packet. Trustee Rich made a motion that the meeting schedule for 2008 be accepted as written, with a second from Trustee Spillane. The motion passed unanimously. The City Librarian stated that there would be no September 2007 LibraryBoard meeting, but at the October 2007 meeting she wanted to present the review process for library policies for the benefit of the new trustees as well as to initiate a new review of existing policies. Chair Byrd also mentioned that he would like the Board to be brought up to date on the Library's landscaping issues at the October meeting.

### **B. Holiday Schedule 2008**

The Board briefly reviewed the Library's Holiday Schedule for 2008 that had been included in their agenda packets. Trustee Lieberman made a motion to accept the Holiday Schedule for 2008 as written, with a second from Chair Byrd. The motion passed unanimously.

### **C. City Council Principles and Priorities 2007-09**

Every two years, the City Council sets new principles and priorities. This year, the library will participate in the Library Ambassador Outreach Program. Trustee Dinh asked if Board members would have the opportunity to participate in these types of activities, and the City Librarian said yes.

### **D. Board of Trustees Contact Information**

The Roster of the Board of Library Trustees had been updated to include the two new trustees and their contact information. The City Librarian asked each of them to verify that the information was correct. The Roster will be updated and re-distributed to Board members. It will also be sent to the City Clerk's Office to update their files.

## **VIII. CITY LIBRARIAN'S REPORT**

### **A. Personnel**

The Library Program Coordinator, Youth and Extension Services is currently out on medical leave, and will return to work on a half-time basis. A Library Assistant II in Circulation has returned from a leave today.

### **B. Monthly Report**

The City Librarian reviewed the June 2007 Monthly Report and Performance Measures with Board members. This particular report provides a fiscal year comparison of the Library's performance.

## **C. Activities**

The Adult Summer Reading Program was presented for the first time this year and received 250 applicants. There are 200 gift cards for those who finish the required reading. Chair Byrd asked if the Adult Summer Reading Program would be repeated next year, and the City Librarian said yes.

The City Librarian discussed the follow-up survey to last year's ethics survey of City residents. In this follow-up survey, the Library came in first place in terms of citizen satisfaction with City services with a score of 5.52 out of 6.00.

The City Librarian reported that the Library participated in the Kaiser Permanente Open House. The Health & Wellness collection was promoted, as well as Literacy services. The Library will also be participating at the Kaiser Health Fair in October 2007. Following a question from Trustee Rich, the City Librarian stated that Kaiser Permanente is still supporting the Health & Wellness Collection.

## **IX. MATTERS OF TRUSTEE INTEREST**

Trustee Spillane reported that he had attended the Kaiser Open House and was impressed with the Emergency bay with it's color-coded rooms, the café in the basement, and the birthing rooms with comfortable amenities for family members.

## **X. CALENDAR**

- . Monday, September 3, 2007 – Labor Day Holiday – Library Closed
- . Monday, September 10, 2007 – Admission Day – Library Closed
- . Monday, October 1, 2007, Board of Library Trustees Meeting, 7:00 p.m., Board Room
- . Monday, October 8, 2007 – Columbus Day Holiday – Library Closed

## **XI. ADJOURNMENT**

There being no further business, Chair Byrd adjourned the meeting at 8:35 p.m.

Respectfully submitted,

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Sandra Rich  
Secretary to the Library Board of Trustees

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